

EXTRA CURRICULAR/FIELD TRIP ONLINE REQUEST INSTRUCTIONS

• You **MUST** enter a User Name and Password. This needs to be set up by emailing Rhonda McLellan at RhondaM@spokaneschools.org, and advise her of your location.

Once you have logged on, the screen that comes up next is the VersaTrans Trip Tracker screen. In the left-hand corner, click on "Request a Trip". The next screen is "Trip Details". **Please fill out all fields.**

Trip Name: This is the group that is going on the trip (i.e. 9th grade varsity football, kindergarten Greenbluff).

Trip Date: Date of trip.

Trip Type: Academic: Please only use your teaching account numbers (school account.1000.27.6770).
Other: Anything other than basic ed teaching or athletics.
Sports: Approved sports for the athletic account.

ASB: All ASB trips must have a PO number in the trip name field.

Activity Type: Should match trip type.

Reason for Trip: Self explanatory.

Account: Drop down menu, select proper account.

Origin: Drop down menu, select where trip begins.

Departure Date: Self explanatory.

Return Date: This is a drop down box. Select date.

Depart Time: Time you want to be **PICKED UP** at your location.

Return Time: Time you want to be picked up at your location, not the time you want to be back at school.

Destination: Drop down screen, select destination. If your destination is not listed, please email Rhonda or Dani and they will have it added for you.

**Next 2 fields should match above 2 fields
(depart. date and time and return date and time).**

You have to press the "add" button to secure your destination.

Please fill out number of adults, students, wheelchairs (if any) and number of vehicles if you are requesting more than one. If you do not request a number of vehicles, a number of buses will be assigned accordingly. Forty-four total passengers for middle school and high school and sixty-five passenger for elementary school. NOTE: Sports trips – one bus will be assigned for up to 50 passengers for middle school and high school. If more than one bus is needed for this number of passengers, prior approval will be needed.

Contact Name and Phone Number: Whoever the contact is for your trip.

